Point Foundation

Meeting of the Board of Trustees' Executive Committee

March 4, 1997

The meeting was called to order by Michael Stone, vice chair, at 4:00 p.m., Tuesday, March 4, 1997 via conference call.

Present from the Executive Committee: Jerry George, David Katz, Michael Stone.

Also present: Alex Gault.

Minutes: The minutes of the February 24, 1997 meeting were approved as distributed.

Updates:

Much of the transition of business functions from Mike to Alex has been completed. Alex has met with Meg Clark and is interviewing candidates for the office manager position. Alex is now talking to the printer about our options concerning paper for the first issue. Mike is continuing as contact person on the grants from Foundation for Ecology and Development and from Peter Buckley until the funds are received. He is turning files over to Alex, including information about required reporting. Mike is continuing to track cash flow; Alex will pick this task up after March 17.

Staff are aiming for a preliminary budget by mid-March.

Production is scheduled to begin the fourth week of March, in order to ship to the printer at the end of April and to go to subscribers in late May. Jon Goodchild and Alex are setting up production space. The first meeting with the team doing redesign will take place March 6. Alex is working on schedule for notification to subscribers and a circulation plan.

Board Business.

David reported that he has talked to Claire Greensfelder. She indicated interest in serving on the board, but will be away until April. Rachna Sachasinh is out of the country. David has talked with Danica Remy; the board can act on her nomination at its next meeting.

The executive committee suggested a meeting the last week of March or the first week of April, with a telephone meeting earlier than that if there is

business to transact. Alex and Mike will work out a plan for contacting members, pending hiring an office manager.

Respectfully submitted,

Michael K. Stone
Secretary